

pages of the document as an example of the level of detail and quality.

- Each deliverable shall include an Executive Summary.
- Deliverables shall be provided by the scheduled dates for their completion. Deliverables must be presented to the State in a binder in a professional font not smaller than 11 points, and in a consistent format that shall be agreed upon by the Contractor and the State. The Contractor must make available all deliverables on the project LAN and supply at least one (1) electronic copy on CD-ROM, and ten (10) hard copies of each deliverable.
- Deliverables shall contain the following certification: "I certify that this deliverable has been prepared in accordance with the relevant terms and conditions of the contract." Deliverables shall be signed as complete by the Project Manager and by a Contractor representative who is authorized to sign legal documents for the company.
- The Contractor shall store the project work papers by task numbers that have been assigned to the Project tasks corresponding to the Project Work Plan. In addition, Project Workbooks will store work papers not related to specific task numbers. Storage will be located in the Contractor's workspace at the project office in Sacramento. A copy of all project work papers and Project Workbooks shall be provided to the State. Project work papers and Project Workbooks developed in connection with the California EBT Project are the property of the State.

#### 5.12.7.2 Standards for State Acceptance of Deliverables

State personnel will be responsible for reviewing and approving each deliverable. Each deliverables will require a negotiated State turn-around time to be included in the Project Work Plan. Unless agreed upon otherwise, the State's review time shall not be less than fifteen (15) business days. Should revisions to the document be required by the State, the Contractor will receive written notification of said changes and reflect them in the document within two business days of receiving the changes. The State may, at its discretion, allow a period longer than two business days in consideration of the scope of the change. The Contractor may not change a deliverable that has been accepted by the State without the approval of the State.

State acceptance shall be based upon the following:

- The document must address all components required by the ITP, the Contractor's response thereto, and any areas identified subsequently through meetings and planning sessions
- The document must address and be consistent with all components included in the Table of Contents and the draft outline as presented to the Project Director in preparation for development of the document.
- The document must be comprehensive in level of detail and quality consistent with the sample pages presented to the Project Director.
- The document must be organized and professional.
- The document must be consistent in style and quality. This means that if the document is the composite work of many people within the Contractor's organization, the document